

Rental Check List

Rules to Remember:

Kitchenette: Contains sink, microwave and refrigerator. Due to electrical limitations, additional appliances such as hot plates, griddles, etc. may not be used. No refunds will be given if there is a loss of electrical power due to use of outside appliances.

NOISE:

Please respect our neighbors. Front doors should remain closed when music is playing or other loud activities are occurring. No noise or partying should occur in front of the building or in the parking lot. When the party is over, please leave quietly and quickly, especially after dark.

Main Hall

1. Basement is off limits, as well as stairwells except as emergency exits
2. No tape is to be used on any painted walls or doors (OK on wooden doors); clips on pillars may be used to hang decorations, lights, etc.
3. DO NOT stand on chairs or stand or sit on tables, they are not designed for that and could collapse.
4. Candles must be covered (in votives or hurricane glass) with something under them to prevent drips on the tables or floors

Checkout Items:

Bathrooms

Check status of toilets – make sure all are flushed and no trash is left on floors

Main Hall

1. Return chairs and tables to proper storage (tables are to be as clean as they were to start and should be stored upright with legs facing back wall)
2. Trash and liquid spills should be cleaned from floors, including confetti, sequins, glitter, cake, juice, soda, etc.
3. Remove decorations from pillars and doors
4. **Additional cleaning fee will be charged if these items are not followed.**

Meeting Rooms

1. Meeting rooms are not to be used unless rented, except to access tables
2. Trash and liquid spills should be cleaned from floors, including confetti, sequins, glitter, etc.
3. Turn off AC/heat pump if used
4. If kitchen used, clean sink, microwave and refrigerator as they were prior to rental
5. Additional cleaning fee may be charged if these items are not followed.

Trash removal

Put all trash into **LARGE** dumpster behind building; don't drag trash bags down hallway, as they may leak contents. **DO NOT USE SMALL DUMPSTER FOR TRASH**

Closing

1. Lock front door with Allen wrench
2. Turn off all lights except front foyer _____
initial